

Don Bosco Cristo Rey High School
Takoma Park, MD

School and Work Dress Code

Overview

The Dress Code ensures that every student will dress in a professional, modest, conservative, and safe manner. Don Bosco Cristo Rey High School's dress code corresponds to business professional dress. When they go to work, students enter professional work environments. Their dress should reflect a high standard of professionalism. Work environments are also adult environments. *Students are expected to follow the exact same dress code for work as they do for school, regardless of the dress code enforced at the work place (e.g., casual Fridays).*

Students must arrive at school in full dress code compliance and remain in compliance at all times while on school grounds unless they are participating in a specific school activity that requires them to change clothes. The only exception to this rule is the addition of cold weather items (hats, gloves, scarves, boots, for example) and walking shoes. Students who arrive with those items on must remove them and be in complete dress code before the start of the homeroom period (7:45 am).

Parents must be sensitive to the fact that their daughters and sons might be assumed to be much older than their actual age. For the comfort and security of all our students, they should dress modestly. Don Bosco Cristo Rey High School wants to present a consistent image to the public. The safety of our students is a priority. Most jobs require some interaction with office machinery such as copiers, fax machines, etc. A neat appearance and properly fitting clothes will help avoid potential mishaps.

In addition, students walk to and from their bus stop and workplace. Proper footwear and the absence of sensory distractions such as music headphones, etc., help ensure their safety.

The school reserves the right to determine what constitutes appropriate dress. The following is meant as a set of guidelines; however, in all cases the school has the final say.

- Students are expected to be in full dress code **at all times** while inside the school building, at work, to and from work, at special events and during all field trips unless otherwise specified by the school.
- It has been observed that the more seriously a person dresses, the more seriously that person performs in her or his role and the more seriously others receive him or her. Expressing individuality should be done through hard work at school and at the work place, and not through one's clothing.
- Students are encouraged to have a **watch** so that they may better manage their time while at work. Cell phones should not be used in place of a watch since students are not to have cell phones out during the work or school day.
- **Violation of dress code:** When a student is not dressed professionally and according to the rules (and cannot be in dress code compliance by the start of homeroom), **he or she will be sent to the office to call home. They will not be allowed to attend class until they are in proper dress code. The student may be marked tardy or absent for half a day depending on what time they are able to begin classes. Students out of dress code on a work day will be sent home and will be required to make up the missed day and pay a \$100 fine.** Any *extra* inappropriate item (e.g., showy or large jewelry) will be confiscated. The student must pay \$5.00 at the end of the week to get the item back regardless of the item's value.

Students who do not maintain a neat appearance (e.g., boys' shirts tucked in; girls' shirts buttoned) *at any time* (even after the final bell rings) while inside the school building will receive a detention.

- Garments worn under clothing should not be visible.

Appropriate Attire for Men

WHEN NOT IN PROPER DRESS CODE STUDENTS WILL BE SENT HOME AND MARKED ABSENT FROM WORK; ON SCHOOL DAYS, STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF NOT IN PROPER DRESS CODE. ANY EXCESS ITEMS NOT IN COMPLIANCE WITH THE DRESS CODE (I.E. SHOWY OR LARGE JEWELRY) WILL BE CONFISCATED. THE STUDENT MUST PAY \$5.00 AT THE END OF THE WEEK TO GET THE ITEM BACK, REGARDLESS OF THE ITEM'S VALUE.

Dress Shirt: Must be a **long-sleeved, solid-colored** dress shirt with collar and buttons. Must be of cotton or poplin material. Shirts should be buttoned all the way up and down, and *at all times*. Must be neatly tucked into pants at all times. Belt must be visible. No lettering or large logos of any kind.

Trousers (one color allowed: black): Dress pants must have a crease and hem in the legs. Dickies (work pants); cargo pants, khakis, jeans and other work pants are not allowed. Pants should be worn to waistline.

Tie: Must be worn to match the shirt. Ties must be tied all the way up and worn appropriately at all times.

Belt & Socks (two colors allowed: solid black or dark brown): Belt and socks are to be worn at all times. No rivets.

Shoes (colors allowed: conventional business colors of black, brown, or burgundy): Should be leather or leather-like office dress shoes, hold a shine, no stripes or similar “sneaker-ish” appearance, and be in the Loafer or tie-up styles preferred. No construction boots or work/athletic shoes allowed.

V-neck Sweater, Vest or Business Blazer: Young men have the option to wear a professional black vest, sweater or blazer (e.g., no hoodies, no sweatshirts), and without patterns, words, and images. Shirt and tie are required and must be visible under sweaters or business blazers.

School ID: Should be displayed at all times.

Hair Color/Style: Conservative hairstyles and a neat appearance are expected. Absolutely no razor-shaved or bald heads, no hair below the earlobe, no hair beyond 2 ½ inches in length; no ponytails, no dreads, no cornrows, no hair coloring, no shaved shapes or patterns; no military-style cuts (shaved on sides); no hairnets, hats or other covering except that provided by a winter coat or woolen winter hat when outdoors. Sideburns must be at least 1 inch above the bottom of the ear. Hair should be kept neat.

Facial Hair: NONE allowed. No long sideburns allowed. Students will be asked to shave on site if necessary. If asked to shave more than once, student will be sent home from school each violation thereafter.

Hygiene: Students are expected to maintain a neat and clean appearance. Cologne, if used at all, should be worn in conservative quantities. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Jewelry and Make-up: No visible jewelry or tattoos are permitted. Make-up is not allowed. No nail polish of any kind.

Overcoat, Sunglasses and Hats: Coats should be appropriate according to the weather. No sports logos. No skull symbols. Coats should not be worn inside. Neither sunglasses nor hats may be worn inside, at work or at school.

Appropriate Attire for Women

WHEN NOT IN PROPER DRESS CODE STUDENTS WILL BE SENT HOME AND MARKED ABSENT FROM WORK; ON SCHOOL DAYS, STUDENTS WILL NOT BE ALLOWED TO ATTEND CLASS IF NOT IN PROPER DRESS CODE. ANY EXCESS ITEMS NOT IN COMPLIANCE WITH THE DRESS CODE (I.E. SHOWY OR LARGE JEWELRY) WILL BE CONFISCATED. THE STUDENT MUST PAY \$5.00 AT THE END OF THE WEEK TO GET THE ITEM BACK, REGARDLESS OF THE ITEM'S VALUE.

Dress Blouse (any color, but must be solid (no patterns, lettering, logos, stripes, etc.)): Women must wear a dress blouse (short sleeve, $\frac{3}{4}$ -length or long-sleeves are acceptable). They must be of cotton, poplin, or similar material. Blouse must be modest and professional, have buttons *all the way down*, sleeves, and a collar. Blouse must be below waist length.

Slacks/Skirts (one color allowed: black): Women may wear pants or skirts. Both should be relatively loose fitting and must have a bottom hem. Creased pants are preferred. Skirts should be *knee length or longer*. No long slits or side slits on skirts. All pants and skirts must be of cotton, wool or similar material. No Lycra or spandex material is allowed. A belt must be worn with pants or skirts that have visible belt loops. No rivets allowed. Belts are only to be worn in pant or skirt loops.

Stockings/Socks (not required, but if worn, must be solid black, tan, or nude color): Girls may refrain from wearing stockings. Trouser dress socks (not athletic socks) or knee-high stockings may be worn with slacks and stockings can be worn with skirts. Knee-high socks are NOT to be worn with skirts. Designs on trouser socks are NOT allowed.

Shoes (colors allowed: conventional business colors of black, brown, or burgundy): Dress shoes only. Should be leather or leather-like, and hold a shine. Open toe or mesh shoes are not acceptable. No sandals, gym shoes, construction or work boots, clogs, or platform shoes. No boots of any kind will be accepted with skirts. Heels should be of moderate height.

Dressy Sweater or Business Blazer (color: black only): Young women must wear a sweater, vest, or blazer at all times inside the school building. Sweaters can be v-neck or cardigans (no zippers or hoods). Blazers/dress jackets must be *at least* waist length. Short sleeve, $\frac{3}{4}$ -length or long-sleeves are acceptable.

School ID: Should be displayed at all times.

Jewelry: No excessive jewelry. Earrings must be smaller than a dime. No other body or facial piercing allowed. Only one earring in each ear in the lobe is acceptable. Only one conservative, modest necklace allowed. Only one bracelet is allowed. No extreme colors (i.e., no neon).

Make-up: Less is better. Conservative colors and styles. No black lipstick. Perfume, if used at all, should be worn in conservative quantities. Fingernails should be of a moderate length and color. No black nail polish and no extreme colors (e.g., neon) or nail treatments. No visible tattoos are permitted.

Hair Color/Style: Conservative hairstyles and a neat appearance are expected. Natural colors only. Hair should be worn off the face and with safety in mind while working with office machinery. Ponytails must be worn in the back of the head and below the top of the head (no side or high ponytails). No dreads, no cornrows, no shaved shapes or patterns; no hairnets, hats or other covering except that provided by a winter coat or woolen winter hat when outdoors.

Hygiene: Students are expected to maintain a neat and clean appearance. Attention should be paid to showering, shaving, using deodorant, brushing teeth, combing hair, ironing clothes, etc.

Overcoat, sunglasses and hats: Coats should be appropriate according to weather. No sports logos. No skull symbols. Coats should not be worn inside. Neither sunglasses nor hats may be worn inside, at work or at school.